



City of Port Phillip Fees and Charges Schedule 2024 – Port Melbourne Town Hall

Port Melbourne Town Hall Auditorium	Community Hire		Standard Hire	
<i>Hire includes exclusive use of auditorium, kitchen use, basic audio visual, venue supervisor & basic clean</i>	Off Peak Monday - Thursday	Peak Friday - Sunday	Off Peak Monday - Thursday	Peak Friday - Sunday
Daily Rate	\$655.00	\$655.00	\$1,030.00	\$1,030.00

Port Melbourne Town Hall Meeting Rooms	Community Hire (per hour)		Standard Hire (per hour)
<i>Hire includes meeting room, basic audio visual & basic clean</i>	Off Peak Before 9am & after 5pm Monday - Thursday	Peak 9am - 5pm Monday - Thursday & 24hr Friday - Sunday	Monday - Sunday
Mayors Room	\$14.50	\$54.00	\$109.00
Council Chamber	\$14.50	\$54.00	\$135.00

Additional Costs	
<i>Duty Officer - minimum charge 3 hours</i>	<i>Per hour</i>
Duty Officer Fees - Monday - Thursday	\$47.00
Duty Officer Fees - Friday, Saturday & Sunday	\$82.00
Duty Officer Fees - Public Holidays	\$100.00
<i>Security Guard - minimum charge 4 hours</i>	<i>Per hour</i>
Security Guard Fees - Monday - Sunday	\$63.00
Security Guard Fees - Public Holidays	\$95.00
<i>Security Bonds - Required to secure booking</i>	
Security Bond - Community Hire	\$1,000.00
Security Bond - Standard Hire	\$2,000.00
Security Bond – Meeting Room Booking Only	\$100.00
<i>Additional</i>	
Basic Cleaning - Monday - Saturday	Included in Hire
Basic Cleaning - Sundays	Included in Hire
Basic Cleaning - Public Holidays	Included in Hire

All fees inclusive of GST